

**CONFIDENTIAL**

22 May 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 15-22 May 1956

1. Basic Supervision. Basic Supervision #20 for GS 5-7 supervisors ended on Friday, 18 May. All eighteen people completed the course, four from the DDP, one from Cable Secretariat, five from DDI, and eight from DDS.

25X1 2. Personnel. [ ] has started her permanent assignment as secretary and training assistant in Management Training, effective 18 May. She will have two weeks for learning the job before  
25X1 [ ] leaves to assume duties as secretary to the Chief, Basic School, on 4 June.

25X1 [ ] has been accepted for 2 weeks of external training at the University of Chicago. She will attend a workshop dealing with group relations from 25 June through 6 July.

[ ]  
Chief, Management Training

25X1

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